



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE MAIL OPERATIONS

M. J. AMIKE® FOSTER, JR.
GOVERNOR

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COMMISSIONER OF ADMINISTRATION

OSMO Information Notice 00-03

June 9, 2000

Effective July 1, 2000, the Office of State Mail Operations will no longer accept hand-addressed, letter size mail for Barcode Processing Services. Currently, Multiline Optical Character Readers (MLOCR) used to barcode and sort mail can not read handwritten addresses. 100% of all hand-addressed mail processed on MLOCR equipment defaults and requires postage be upgraded to the Single Piece First Class rate (\$0.33) before the USPS will accept it for mailing. Each rejected piece of hand-addressed mail is also assessed Barcode Processing fees. These letters ultimately cost an agency more to mail than if they were originally metered at full rate First Class postage and submitted directly to the Post Office.

Accordingly, we request you be aware of and comply with the following Barcode Processing Service guidelines:

- Agencies should only submit mailpieces for barcoding services that contain addresses printed in MLOCR readable fonts (printed by ink jetting, typewriting, or laser printing equipment). Labels are acceptable if they are printed and affixed in such a manner that meets automation requirements.
- OSMO reserves the right to pull any or all hand-addressed mail to prevent it from receiving barcoding services. If it is pulled, OSMO will either upgrade the postage to full rate at your expense or the tray(s) will be returned to the originating agency for your disposition.
- OSMO is not responsible for separating your agency's hand-addressed mail from other mail. Be aware that returned trays containing hand-addressed mail may also include pieces that would otherwise qualify for barcoding services.
- OSMO will not be responsible for any delays in mailing incurred for any mail we upgrade or return. This includes those pieces that otherwise qualify for barcoding but were mixed with hand-addressed mail.
- Those pieces of hand-addressed mail OSMO that inadvertently are forwarded for Barcode Processing Services will incur both the postage upgrade charge and barcode processing fees. Your agency will be invoiced accordingly.

Should you have questions, please contact our office.